

RESOLUTION NO. 2002-07

A RESOLUTION OF THE LODI CITY  
COUNCIL APPROVING THE JOB  
SPECIFICATION AND SALARY RANGE  
FOR CONSTRUCTION PROJECT  
MANAGER

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve the job specification for the Construction Project Manager, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED, that the City Council hereby approves the salary range as follows:

Construction Project Manager

S T E P				
A	B	C	D	E
\$ 4,111.77	\$ 4,317.36	\$ 4,533.22	\$ 4,759.89	\$ 4,997.88

Dated: January 2, 2002

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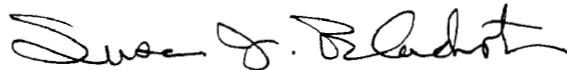
I hereby certify that Resolution No. 2002-07 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 2, 2002 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Nakanishi, and Mayor Pennino

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON  
City Clerk

2002-07

## **CONSTRUCTION PROJECT MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, and supervises work in connection with location, design, construction, inspection, and maintenance of major public works projects; administers construction contracts and coordinates projects including all phases from planning to project construction; performs related duties as required.

### **SUPERVISION EXERCISED AND RECEIVED**

This position receives general direction from the Public Works Director. It also provides technical assistance to Public Works Engineering, Facilities Services staff, and other departments. It provides direction over construction services/inspection staff and contract firms.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Coordinates space needs planning and facility design to ensure City needs are met;
- Oversees work of contractors for conformance with plans and specifications;
- Schedules appropriate inspections to maintain project schedules;
- Coordinates work of contractors and Public Works staff regarding construction and inspections;
- Coordinates owner-supplied materials, equipment, and other contracts with construction;
- Reviews plans and specifications prior to bid and construction for errors and omissions, constructibility and coordination;
- Coordinates the receipt, transmission, tracking, and review of submittals from contractors to appropriate design consultants and/or City departments in conformance with contract requirements;
- Receives, transmits, tracks, drafts and reviews Requests for Information (RFI) from architect and contractor to appropriate design consultant and/or City Department for validity and cost impacts;
- Coordinates with contractors, any requests for changes and pricing proposals and negotiates costs;
- Develops, updates and processes specifications, bid documents and contracts to be project specific;
- Prepares and writes all general correspondence and Council Communications related to construction project activities; prepares special reports and studies requested by the Public Works Director;
- Makes Council presentations related to projects under his/her responsibility;

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- Coordinates weekly project meetings with owner, contractor and architect team, also maintains and distributes minutes;
  - Assist City staff regarding the operation of new facility features for an easy transition after construction;
  - Verifies and processes contractors request for payments on construction projects;
  - Prepares project budget estimates;

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Construction drawing (blue print) and specification reading, including civil, landscaping, architectural, structural, mechanical, plumbing, and electrical;
- Construction scheduling and sequencing;
- Computer scheduling programs (Primavera, Microsoft project, etc.);
- Contract administration and applicable laws;
- Principles of management and supervision;
- Types of construction, building systems, and equipment;
- Record keeping, report writing and filing;
- Safety principles, practices and procedures;
- Basic municipal accounting and budgeting practices.

#### **Ability To:**

- Read "Critical Path Method" (CPM) construction schedules;
- Read, interpret and apply construction drawings, specifications and building code reference materials to a construction project;
- Plan, coordinate and supervise personnel, equipment, and contractors daily to ensure proper coordination of activities within various construction sites;
- Work independently with minimum direct supervision;
- Design, prepare, and review plans, specifications and engineer's estimates on Public Works projects;
- Perform calculations for determining percent of work completed, change order pricing, and other related mathematical calculations;
- Maintain work records and construction logs for accurate tracking of essential construction documents;
- Communicate clearly and concisely both orally and in writing;
- Use and operate personal computer and related software;
- Establish and maintain cooperative and effective relationships with employees, contractors, the general public, and officials of other governmental agencies;

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**EDUCATION AND EXPERIENCE**

Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

**Education:**

Equivalent to completion of high school, supplemented by course work in public administration, engineering, construction or a related field.

**Experience:**

Three years of increasing responsible work experience in construction or inspection and other Public Works activities, two years of which were in an administrative or supervisory capacity.

**LICENSES AND CERTIFICATES**

- Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles.